

JoEthel Nelson
1405 N Division St, Forrest City, AR 72335
870-630-6451
virgin_wings2001@yahoo.com
<http://ENPortfolio.tripod.com>

OBJECTIVE

WEBPAGE DESIGNER

A position using proven technical skills.

PROFILE

- Master use of Microsoft Windows, Microsoft Word, Microsoft Publisher, Microsoft Frontpage, and Microsoft Powerpoint.
- Familiar with Adobe Photoshop CS, Adobe Illustrator CS, and Adobe Photoshop CS2.
- Familiar with Macromedia Dreamweaver MX, Macromedia Fireworks MX, and Macromedia Flash MX.
- Familiar with Microsoft Photoshop, Microsoft Printshop, Microsoft Access, and Microsoft Excel

EMPLOYMENT

Key to the Kingdom Design Printing, Forest City, AR 2003 – present
Secretary
Responsible for various office functions.

EDUCATION

East Arkansas Community College, Forrest City, AR 2004 – present
Major: Office Business Management
Courses included macroeconomics, mass communications, and human relations.
Certificate of Proficiency in Internet Technology
Courses included internet business, networking, and college business math.

Ouchita Baptist University, Arkadelphia, AR 2002
Major: Broadcast Journalism
Courses included intro to multimedia and fundamentals of news writing.

Rust College, Holly Springs, AR 2001 - 2002
Courses included fundamentals of speech and leadership management.